



REQUEST FOR PROPOSALS

Weatherization Assistance Program

The purpose of this Request for Proposals (RFP) is to seek eligible organizations to provide weatherization services to eligible clients in the service area of Huntsville Alabama.

Issue Date: August 16, 2013

Proposal Due Date: August 30, 2013

Issued by:

**The City of Huntsville
Community Development
Huntsville, AL 35801**

Please submit proposals to:

Turkessa Coleman-Lacey, Planner III
City of Huntsville
Community Development
turkessa.coleman@huntsvilleal.gov
256-427-5418

TABLE OF CONTENTS

This Request for Proposal (RFP) is divided into the following sections and attachments:

TITLE	PAGE #
Definitions	3
History	3
Description and Purpose of RFP	4
Eligible Applicants	4
Proposal Contents and Components	4
Proposal Review Process and Evaluation Criteria	7
Attachment A – Proposal Title	8
Attachment B – Proposal Form Page	9
Attachment B.1 – Certification/Debarment	10
Attachment B.2 – Certification/Lobbying	11
Attachment B.3 – Certification/Drug-Free Workplace	12
Attachment B.4 – Sub-grantee Informational Form	14
Attachment C – Current/Prior Experience – References	15
Attachment D – Applicant Qualifications	16
Attachment E – Qualifications of Key Personnel	18
Exhibit 1 – WAP Service Area (City of Huntsville)	19

1. DEFINITIONS

For the purpose of this document, the following definitions shall apply:

- A. Applicant – an entity eligible to submit a proposal for funding under this RFP. Eligible entities are as follows: not-for-profit organizations, community action agencies, or public entities which include local units of government.
- B. Client – an individual or family with an annual income less than or equal to two hundred percent (200%) of the federal poverty level including those eligible to receive payments under Title IV or XVI of the Social Security Act.
- C. Proposal – a fully completed proposal for funding submitted to the State Agency under this RFP.
- D. Weatherization – energy-efficiency measures or improvements that may include, but are not limited to, reducing air infiltration; increasing insulation in the wall, attic or floor foundation; heating system "clean and tune"; heating system replacement; water heater tank upgrade; installation of pipe insulation; and minimal building envelope repairs performed by sub-grantees on client homes and designed to reduce energy use, utility bills or both.
- E. Sub-grantee – an organization which has been approved by the City of Huntsville Community Development to provide Weatherization Assistance Program (WAP) services to eligible within the city limits of Huntsville, AL.
- F. Service Area – Geographical area designated by the City of Huntsville Community Development for the sub-grantee to provide WAP services.

2. HISTORY

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) was created in 1976 to assist low-income families who lacked resources to invest in energy efficiency. WAP is operated in all 50 states, the District of Columbia, Native American tribes, and U.S. Territories. Funds are used to improve the energy efficiency of low-income homes using the most advanced technologies and testing protocols available in the housing industry. The energy conservation resulting from the efforts of state and local agencies helps our country reduce its dependence on foreign oil and decrease the cost of energy for families in need while improving the health and safety of their homes.

WAP is governed by various federal regulations designed to help manage and account for the resources provided by DOE. WAP funding is derived from annual appropriations from Congress. Each year, the Senate and House Interior Appropriations committees decide how much funding to allocate to the Program.

3. DESCRIPTION AND PURPOSE OF RFP

The purpose of this RFP is to select an eligible organization (community action agency or other public or non-profit entity) that is most qualified to provide weatherization services on a long-term and on-going basis. The RFP seeks proposals from eligible organizations to provide weatherization services to eligible clients in the service area of Huntsville, AL.

A provider will be selected according to the qualification and evaluation criteria detailed in this RFP including experience in performing residential weatherization assistance in a timely and effective manner. The City of Huntsville Community Development will evaluate all proposals and make a selection based on RFP criteria.

The successful applicant awarded funds must comply with all technical and administrative requirements established by federal and state laws and regulations. The organization selected to assume the service area will be placed on a one- year probationary period. This probationary period may be lengthened or shortened at the City of Huntsville Community Development discretion until the organization demonstrates the capacity to meet client service goals and follow all technical and administrative requirements.

4. ELIGIBLE APPLICANTS

Eligible applicants include not-for-profit organizations, community action agencies, or public entities.

5. PROPOSAL CONTENTS AND COMPONENTS

Applicants must adhere to the proposal due date. Proposals must conform to the format and guidelines provided in this RFP. Applicants must complete all relevant sections, attach appropriate supporting documents, and sign and date the proposal. Only proposals that furnish complete information will be considered. Partial proposals will not be considered. The City of Huntsville Community Development is under no obligation to solicit such information if it is not included with the proposal.

Proposals should be no more than ten (10) pages in length, not including attachments. The applicant must submit:

- A. Two (2) copies of the completed paper proposal including supporting documents.
- B. Proposals must be received at the following location by 3:00 p.m. Central Standard Time (CST), on or before August 30, 2013:

City of Huntsville Department of Community Development
Attn: Turkessa Coleman-Lacey
120 E. Holmes Ave.
Huntsville, AL 35801

The proposal must contain the following information:

A. Attachment A-Title Page and Table of Contents

B. Attachment B-Information Page

Provide a brief summary description of the applicant's organization and geographic service area. The following items must be included as part of Attachment B: (please label all attachments on the top of each page, for example, item 1 below would be labeled, "Attachment B.1.>").

1. Completed Certificate Regarding Debarment, Suspension and Other Responsibility Matters provided as Attachment B.1 of this RFP;
2. Signed Certification Regarding Lobbying form provided as Attachment B.2 of this RFP;
3. Drug Free Workplace Certificate provided as Attachment B.3 of this RFP;
4. Sub-grantee Informational Form as Attachment B.4 of this RFP;
5. A detailed plan describing how the LIWAP will be administered;
6. A listing of weatherization materials and equipment/vehicles the agency currently owns and a listing of weatherization materials and equipment/vehicles the agency will need to purchase in order to implement the LIWAP;
7. Proof of adequate insurance and bonding;
8. The applicant's Articles of Incorporation, organization chart and names of persons authorized to sign on its behalf;
9. Most audit and financial statements from the previous 12 months;
10. Agency Board Minutes allowing agency to submit proposal, enter into contract with the city, and appoint persons to sign documents.

C. Attachment C –Applicant References:

Please include a minimum of three (3) references completed on the form supplied in Attachment C that illustrate experience of your organization relevant to this RFP. The references should be completed for organizations for which you are currently or have previously performed services or were project partners.

D. Attachment D – Experience of Applicant Organization:

Please complete Attachment D to describe experience and qualifications relevant to the scope and type of work required in this RFP. Responses are requested for the following:

1. Describe the number of years of the organization's experience in weatherization, energy efficiency project implementation, residential renovation activities and quality assurance monitoring;
2. Describe the number of homes/buildings your organization has performed energy-efficiency projects, renovated with quality completions, and/or has performed computerized energy audits;
3. Describe your organization's experience in assisting low-income clients including programs your organization has managed, number of clients served, your service area, and the scope of your organization's role in these projects;
4. Describe fiscal and accounting procedures including project data tracking systems and reporting and ability to present past fiscal audits;
5. Describe any audit or monitoring report findings, management letters, corrective action plans or similar non-compliance issues;
6. Describe your organization's assets such as administrative support, personnel, office space, equipment, supplies, tools, and other necessary resources;
7. Describe your organization's strategy, experience and ability to perform outreach and marketing of program services to obtain eligible clients;
8. Describe your organization's ability to use non-weatherization funds to supplement home retrofit and renovations.

E. Attachment E – Qualifications of Personnel

Please include information about the qualifications of specific personnel who will manage and implement the weatherization project. Please provide this information on the form supplied in Attachment E.

1. Describe the number, qualifications and experience of staff (with name and office contact information) that will work on the project submitted for funding. Specifically, this should include specific staff knowledge in the areas of energy efficiency measures and/or residential weatherization/renovation activities.
2. Describe specific training and/or certification of the applicant's technical and fiscal staff or the technical and fiscal staff of the applicant's partners or contractors included in the project submitted for funding

3. Qualifications and experience of the applicant's management staff relevant to the requirements of this RFP.

6. PROPOSAL REVIEW PROCESS & EVALUATION CRITERIA

The City of Huntsville Community Development will form a Review Committee (the Committee) to review and select proposals. The Committee will make an assessment to determine:

- If the proposal was submitted by the due date;
- If the proposal is complete and in the required form and format;
- If the applicant is an eligible organization.

Only proposals that furnish complete information will be considered. The City of Huntsville Community Development is under no obligation to solicit information if it is not included with proposal. Proposals will be scored and ranked by the Committee to determine which proposal best meets the evaluation criteria cited below:

A. Evaluation Criteria:

1. Experience in providing weatherization retrofit using advanced building science techniques and technology;
2. Number of homes/buildings weatherized/renovated with quality completions;
3. Number of years of experience in managing programs of similar size and scope including subcontract management experience;
4. Prior performance in meeting program expectations, such as production and expenditure goals, and compliance with applicable state and federal regulations and policies;
5. Experience in assisting low-income clients;
6. Fiscal accounting, data tracking and reporting capacity;
7. Ability to provide administrative support including physical assets such as office space and other necessary resources;
8. Ability to perform outreach and marketing of program services to obtain eligible clients;
9. Ability to leverage supplemental weatherization funding;
10. Qualifications and experience of technical and management staff.

ATTACHMENT A



CITY OF HUNTSVILLE DEPARTMENT OF COMMUNITY DEVELOPMENT

**Weatherization Assistance Program (WAP)
Proposal for the Administration of WAP Services in
Huntsville, Alabama**

[Applicant or Organization Name]

Table of Contents

(List the contents and page numbers below. Add page numbers to your proposal and attachments)

ATTACHMENT B

**CITY OF HUNTSVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
Proposal for Administration of WAP**

Applicant/Organization name:

Business type: () Community Action Agency () Not-for-profit organization () Public Entity

Mailing address:

City: State: Zip code:

Contact name: Title:

E-mail:

Telephone #: Fax:

Applicant's Website:

Brief summary description of proposal, applicant organization and geographic service area:
(Reminder—this page must remain as one page)

Signature of Authorized Representative

Date

ATTACHMENT B.1

**CITY OF HUNTSVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
CERTIFICATION REGARDING DEBARMENT
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- I. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- II. Have not within a three year period preceding this proposal been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records making false statements or receiving stolen property;
- III. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- IV. Have not within a three-year period preceding this application/proposal had one or more public transactions. (Federal, State or local) terminated for cause or default.
- V. Are current on all taxes due and owing to the State of Alabama; and
- VI. Are in compliance with all state and federal environmental laws and court orders issued pursuant to those laws and that all environmental violations have been resolved.

I understand that a false statement on this certification may be grounds for rejection of this proposal, or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name/Title of Authorized Representative

Signature of Authorized Representative

Date

_____ I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT B.2

**CITY OF HUNTSVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence as officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Organization Name

Name/Title of Authorized Representative

Signature

Date

ATTACHMENT B.3

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The regulations were published as Part II of the January 31, 1989 Federal Register (pages 4947-4952).

- A. The applicant certifies that it will provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing a drug-free awareness program to inform employees about --
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of any grant is given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - i. Abide by the terms of the statement; and Form AD-1049 (REV 2-89)
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - i. Taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, State, zip code)

Organization Name

Name/Title of Authorized Representative

Signature

Date

ATTACHMENT B.4

SUB-GRANTEE INFORMATIONAL FORM

Sub-grantee Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
DUNS #: _____	CCR #: _____	Expiration Date: _____
Sub-grantee annual gross revenues exceed 80% or more in Federal funding		___Yes ___No
Sub-grantee annual gross revenues equal or exceed \$25,000,000 in federal funding		___Yes ___No
Public does not have access to information about the compensation of the senior executive through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a) or section 6104 of the Internal Revenue Code of 1986.		___Yes ___No
<p>If the answer to all the above was "Yes", provide the five most highly compensated officers' names and compensation for the calendar year in which this sub-agreement is being made. Compensation is defined as the cash and noncash dollar value earned by the executive during the sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p> <ol style="list-style-type: none"> 1) salary and bonus 2) awards of stock, stock options, and stock appreciation rights (use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R) 3) earnings for services under non-equity incentive plans (this does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees) 4) change in pension value (this is the change in present value of defined benefit and actuarial pension plans) 5) above-market earnings on deferred compensation which are not tax-qualified 6) other compensation (examples: severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the aggregate value for the executive exceeds \$10,000) 		
Sub-grantee Highly Compensated Officers	Officer's Names	Officer's Compensation
	1.	
	2.	
	3.	
	4.	
	5.	
Comments:		
Prepared by:		
Name/Title: _____		
Email: _____ Phone Number: _____		
Authorized Signature:		Date:

ATTACHMENT C

CURRENT/PRIOR EXPERIENCE

The applicant should copy and complete this form for each reference being submitted as demonstration of the applicant's current/prior experience. Please include a minimum of three (3) references which would have relevance to the type of work included in this RFP.

Applicant Name:	
Reference Information	
Name of Reference Organization:	
Address of Reference Organization:	
Reference Contact Person: ✓ Name ✓ Phone # ✓ E-mail Address	
Description of Services or Project:	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact and for additional discussions regarding my company's association with the applicant referenced above:

Signature of Reference Contact Person

Date

Attachment D

APPLICANT QUALIFICATIONS - CURRENT/PRIOR EXPERIENCE

Applicant Qualifications

Applicant Name and Address:

1. Describe the number of years of organization's experience in weatherization building science, energy efficiency project implementation, residential or commercial renovation activities and quality assurance monitoring;

Response:

2. Describe the number of homes/buildings your organization has performed energy-efficiency projects, renovated with quality completions, and/or has performed computerized energy audits;

Response:

3. Describe the number of years of your organization's management experience in proposal design and implementation of programs of similar size and scope including subcontract management experience;

Response:

4. Describe your organization's experience in assisting low-income clients including programs your organization has managed, number of clients served and the scope of your organization's role in these projects;

Response:

5. Description of fiscal and accounting procedures including project data tracking systems and reporting and ability to present past fiscal audits;

Response:

6. Describe any audit or monitoring report findings, management letters, corrective action plans or similar non-compliance issues:

Response:

7. Description of organization's assets, such as administrative support, personnel, office space, equipment, supplies, tools, and other necessary resources;

Response:

8. Describe your organization's strategy, experience and ability to perform outreach and marketing of program services to obtain eligible clients;

Response:

9. Describe your organization's ability to use non-weatherization funds to supplement home retrofit and renovations.

Response:

Attachment E

EXPERTISE OF PROGRAM AND MANAGEMENT PERSONNEL

Personnel	Education, certification, specialized training and years of experience.
<hr/> <div>(Name)</div> <hr/> <div>(Title)</div> <hr/> <div>(Proposed Role/Function)</div>	
<hr/> <div>(Name)</div> <hr/> <div>(Title)</div> <hr/> <div>(Proposed Role/Function)</div>	
<hr/> <div>(Name)</div> <hr/> <div>(Title)</div> <hr/> <div>(Proposed Role/Function)</div>	
<hr/> <div>(Name)</div> <hr/> <div>(Title)</div> <hr/> <div>(Proposed Role/Function)</div>	
<hr/> <div>(Name)</div> <hr/> <div>(Title)</div> <hr/> <div>(Proposed Role/Function)</div>	

